

**WOODROW WILSON REHABILITATION CENTER**  
**Fishersville, Virginia 22939**

**SUPPORTED LIVING SERVICE and SHORT TERM REHABILITATION UNIT GUIDELINES**

Name \_\_\_\_\_

WWRC # \_\_\_\_\_

The Nursing Staff at WWRC welcome you to the STRU and SLS units and are here to support your rehabilitation program. It is our hope that you will reach your rehabilitation goals and look forward to helping you achieve success.

**MEDICAL STAFF**

During the weekdays physician appointments may be made by contacting the charge nurse from **9 AM - 5 PM**. During non-office hours, nursing staff will consult with the on-call physician regarding changes in your medical condition. If you become seriously ill, you may be referred to the emergency room at Augusta Medical Center for treatment. Routine appointments with private physicians or dentists should be arranged following your stay at WWRC.

**CENTER GUIDELINES**

All clients at Woodrow Wilson Rehabilitation Center are expected to comply with the general Center guidelines and attend Center orientation the first week of your admission. Your case manager will schedule you to attend Center orientation.

**VALUABLES**

Please label on all personal items (clothing, equipment etc.) with your name. Valuables should be sent home or **locked** in your closet whenever you are not present in your room. Keep your keys with you **at all times**. Lost keys cost \$5.00 to replace. **Keys must be turned in at discharge**. It is recommended that cash exceeding \$10.00 be deposited with cashier and withdrawn as needed. WWRC **is not** responsible for items lost, stolen or damaged during your stay. You are responsible for keeping your bedside neat and accessible on a daily basis (or instructing your personal caregiver to do so if you are physically unable). Clients who are in long term programs are encouraged to keep their personal items and clothing to a minimum.

**LEVEL SYSTEM FOR SELF MANAGEMENT**

The goal of the self management level system is to assist you in achieving the highest level of independence possible. This is done by providing the least restrictive living environment possible based on your ability to function independently and responsibly. There will be a 2-week assessment period followed by a meeting with your rehabilitation team at which time your level will be assigned. There are four levels of residential assignment. In order to keep an assignment level, you must follow the rules of the Student Handbook and the STRU/SLS Guidelines. Adjustments in level assignments can be made by your team based on the behaviors and attitudes you demonstrate. Level assignments will be reviewed at each Progress Review or Team Meeting with your Rehabilitation Team. The Director of Residential Services and the On-Call Administrator have the authority to temporarily change a supervision level.

## SLS/STRU GUIDELINES

Name \_\_\_\_\_

WWRC # \_\_\_\_\_

### **Level One**

- This level is individualized for each person.
- Requires a pass from your case manager for ALL off-campus activities.
- Curfew 10:00 PM (to be in your bedroom).
- Roommates are assigned by the RN Coordinator.
- Late night until 11PM Fri. & Sat. in Barnett Hall Lounge or Small Recreation room.
- Leisure trips classified as Level 1.
- Required participation in evening services as determined by Rehab. Team.
- No passes to cottages or walking to 7-11, to the lake, or grounds.
- Visitation until 10 PM in same sex rooms on Barnett Hall and SLS/STRU (with permission from the charge nurse and agreement from roommates).
- No visitation in Carter-Ashley Hall.
- Internet access only under supervision in the Computer Lab, Therapy Departments or training areas. No computer access in your bedroom.

### **Level Two**

- Pass from case manager or Night Counselor for ALL off-campus activities.
- Curfew 11 PM (to be in your bedroom).
- Roommates are assigned by the RN Coordinator.
- Late night until 11 PM Fri. & Sat. in Barnett Hall Lounge or Small Recreation room.
- Self-directed leisure activities.
- Leisure trips classified as Level II.
- No passes to cottages or walking to 7-11, to the lake, or grounds.
- Visitation until 10 PM in same sex rooms on Barnett Hall and SLS/STRU (with permission from the charge nurse and agreement from roommates).
- No visitation in Carter-Ashley Hall.
- Internet access only under supervision in the Computer Lab, Therapy Departments or training areas. No computer access in your bedroom.

### **Level Three**

- Sign out privilege, lake pass, walking to 7-11
- No curfew.
- Roommate selection by RN Coordinator.
- Room inspections once each week by nurse health advocate or designee.
- Access to ALL recreational activities and options.
- Visit same sex Carter-Ashley Hall anytime.
- Visit same sex peers in SLS/STRU until 10:00 PM (with permission from the charge nurse and agreement from roommates).
- May visit same sex peers in Barnett Hall until 11 PM
- Internet access filtered and monitored.
- Private telephone (you pay the cost).

### **Level Four**

- No curfew.
- Full access on and off campus
- Room inspection every two weeks.
- Roommate selection by RN Coordinator.
- Access to all recreational activities.
- Visitation with same sex peers in Carter-Ashley Hall anytime.
- Visitation with opposite sex peers in Carter Ashley Hall until 11 PM with the door open
- Visit same sex peers on Barnett Hall until 11 PM and SLS/STRU until 10:00 PM (with permission from the charge nurse and agreement from roommates).
- Internet access monitored and filtered.
- Private telephone service (you pay the cost)

## SLS/STRU GUIDELINES

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### VISITORS

Visitors must register at the Information Desk (or at the Nurse's station on the weekends). Families are welcome to visit at any time that it does not interfere with your program. Family members must have permission from the charge nurse to visit in your room. Visitors may purchase meals in the cafeteria. **Visiting hours end at 10:00 PM.** The nurse in charge has the authority to discontinue any visit that interferes with privacy, treatments, or unit routine.

### PASSES for Level 1 and Level 2

Passes must be requested 2 days in advance from your case manager. Please be sure to let nursing know what time you will be leaving and returning. **We request that you return by 7 PM if you have an evening program/shower due.** We recommend that if you are a Level 3 & Level 4 that you let a staff member know when you will be off Center grounds as a courtesy in the event of a fire or disaster.

### TELEPHONE

**Private** telephone service is available through the local telephone company and you will be responsible for any telephone charges. Personal phone calls may be made from the pay phones on the unit (540-886-9575 and 540-886-9072). Staff will answer the pay phones as they are available. Messages will be relayed if you are unavailable when the calls are received. We request that no personal calls be made or received later than 10:00 pm on the unit pay phones.

### TELEVISIONS/ STEREO

We ask that you be courteous to others by keeping the volumes down on your TV and/or stereo equipment so that only you can hear. Sundays - Thursdays you will be asked to turn off your TV/stereo between 12:00 PM - 6:00 AM. On Fridays and Saturdays you may use your TV/stereo throughout the night if it does not interfere with the rest or relaxation of your roommates. **'R' rated movies must be watched at your bedside, out of public viewing and hearing. No one under 18 years shall be given permission to view "R" rated movies.**

### MULTIPURPOSE ROOM

Leisure activities can be arranged with occupational therapy staff. Games, puzzles, billiards, computer access, etc. are available in the multipurpose room. Movies for viewing on a VCR/DVD are available by sign out. In addition, there is a large recreation center on the grounds that provides more opportunities for leisure activities in the evening, weekends and holidays.

### LAUNDRY

Washers and dryers are available on the unit for your use from **9 AM to 9 PM Saturday and Sunday; Monday - Friday 2 PM to 9 PM.** You are expected to take responsibility to assure that your clothes are laundered and put away. Necessary assistance from staff will be provided on request. Please remain with your laundry at all times. Staff will not be responsible for damaged, lost or stolen items. We ask that you bring your own laundry supplies.

## SLS/STRU GUIDELINES

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### DINING

Breakfast is served for clients in medical programs beginning at 7:00 AM on weekdays.

All other clients will be served in the main cafeteria Monday – Friday from 7 AM - 7:45 AM.

On weekends, brunch is served in the main dining hall from 10:00 AM – 12:30 PM for all clients.

Lunch is served in the main dining hall at 11:30 AM - 12:30 PM on weekdays, with no lunch served on weekends. Dinner is served in the main dining hall at 4:30 PM - 5:30 PM both weekends and weekdays.

Meals are provided only at those times mentioned above. Please arrive as early as possible if you need assistance. Staff is available in the cafeteria from the beginning of meal times until the last client needing assistance is finished eating. Meal trays on the unit will only be ordered when there are medical issues or an appointment related to your rehabilitation program that prevents you from leaving the building. If you have a medical condition requiring snacks, those foods will be provided within your dietary requirements by the Center, following a physician's order. Otherwise, you may purchase snacks/beverages to keep at the bedside. Vending machines are available at several locations throughout the Center.

You may order food from the WWRC snack bar or outside restaurants. If you need assistance with eating please notify your caregiver ahead of time (no later than 11 AM for lunch and 4 PM for dinner), so that appropriate staff can be available to assist you.

### MEDICATIONS

**Self Medicators:** If determined that you are independent with taking your own medications, we ask that your medication bottles be locked in your closet or drawer at all times. If you need physical assistance in taking your medications, you may ask for staff assistance. Some controlled substances are not allowed at the bedside and must be locked in the medication room to be administered by a nurse. Please allow a licensed nurse to assist you in properly destroying any discontinued medication. Medication refills should be obtained during passes or may be mailed to you from your mail-order pharmacy. If you need refills from the WWRC pharmacy, please give at least 5 - 7 days advanced notice before you run out. **The pharmacy is closed on weekdays after 5 PM and on Saturday and Sunday. The pharmacy is off limits to clients unless accompanied by a staff member.** A pharmacist is available to meet with you to discuss your medications. Arrangements for an appointment with the pharmacist may be made through the charge nurse.

**Dose by Dose Medications:** If it is determined that your medication should be administered by a nurse, you will need to report to the medication room for your medications when due. It is your responsibility to be sure you receive your medication as ordered by the physician.

### MEDICAL SUPPLIES

We ask that you arrange to have all of the medical supplies you need shipped here to you by your current vendor or home health agency. Emergency supplies needed during your stay can be purchased on a cash basis if you are unable to obtain supplies immediately from your current vendor. Supplies should be checked on a weekly basis and refilled during passes or mailed to you from home.

### TREATMENTS/THERAPIES/CLASSES

You will be given a schedule of your daily routine. **Most programs are from 8:00 AM to 4:00 PM. It is your responsibility to be on time and not miss any part of your program unless excused.** Any deviations in your program should be discussed with your therapist, instructor, case manager, or physician. **Repeated unexcused absences or tardiness to appointments could result early discharge recommendations and/or a change in your level assignment.** To assure the appropriate scheduling of all medical treatments, bowel programs and showers, we ask that you not deviate from your established schedule while on pass.

## SLS/STRU GUIDELINES

Name \_\_\_\_\_

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### MORNING ROUTINE

Monday through Friday staff will assist you as needed to get up between 5:00 AM and 7:00 AM to be ready for your program by 8:00 AM. **Morning bowel programs and showers are started between 5:00 AM – 6:30 AM, seven days a week.** If you choose to remain in bed after staff initially approaches you, it will be your responsibility to call when you are ready. You may need to wait until staff is available to assist you. This may mean you will be late for therapy or class. You are encouraged to bring an alarm clock to assist you to be on time for your appointments.

### EVENING ROUTINE

Showers are routinely scheduled every other day. Bowel programs and showers are scheduled to start between 7:00 PM - 8:30 PM. You will be responsible for setting a time with your caregiver by 4:30 PM. You are expected to be on the unit ready to begin at the scheduled time. If not, you may need to wait until a staff member is available to assist you. If you refuse a scheduled treatment/bowel program/shower, you will be expected to wait until your next scheduled time for that treatment.

### LATE EVENING ROUTINE

If you return to the unit after 10:30 PM - 11:00 PM, and/or miss your scheduled treatment, you may have to wait until staff is available to assist you. Staffing is very limited after 10:30 PM, especially on weekends. No showers will be offered after 10 PM unless you are independent with your shower. If you plan to go on a Center-sponsored trip the evening of your shower/bowel program, the bowel program will be given as staff is available; showers may not be offered after 10 PM. Early evening (3:00PM - 4:00 PM) bowel programs and showers are permitted if time allows. If you are independent with your bowel program/shower, you may proceed with it at any time **up until 11:00 PM**, as long as it is not disruptive to your program or others who are performing their programs/showers.

### WEEKEND ROUTINE

No therapy or classes are offered on the weekend. As part of your program you are expected to practice what you have learned in therapies (transfers, dressing etc.) and complete any “homework” assignments you may have been given. Weekend scheduling of bowel programs and showers are the same as during the week. To maintain the efficient functioning of the unit you will be expected to continue at the scheduled hour, then return to bed for more sleep, if desired. Frequent interruptions in your bowel program/shower scheduling related to leisure activities are discouraged. These interruptions may affect your health and well-being and will be addressed on an individual basis.

### EXPECTATIONS

While in a program at WWRC, you will be expected to fully participate in all aspects of your program. You will need to be prepared to follow through with therapy/class recommendations. The day does not end at 4:00 PM when classes/therapies are finished. On the unit you will be expected to practice what you have learned. Staff will assist you as needed in following through with therapy/class recommendations. The true measure of your success will be your ability to progress towards independence in the evening and on weekend hours when you are not in the structured program. We are here to help you to achieve independence, and expect you to do what you can for yourself. We encourage you to advocate for yourself and respectfully direct your care needs.

**SLS/STRU GUIDELINES**

Name \_\_\_\_\_ WWRC # \_\_\_\_\_

**SAFETY**

A staff member will show you the primary and secondary evacuation routes in the event of a fire or emergency. Emergency drills are held regularly at WWRC. If you hear an alarm, leave the building in a safe, orderly manner and follow staff's directions to a safe area. Do not return to the building until staff tells you it is safe to do so.

**I have read or been instructed on the information in the SLS/STRU Handbook. I understand the guidelines and agree to comply with them while a resident at WWRC.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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